

CANADIAN MARTYRS PARISH COUNCIL CONSTITUTION

I. Mission Statement of Canadian Martyrs Parish

The mission of Canadian Martyrs Parish is to live our baptismal rights and responsibilities by:

- *making the Eucharist the center of our parish life,
- *becoming active disciples of Jesus Christ, and
- *being a welcoming community through service to our community and the Diocese of Nelson.

II. Parish Council Functions

Parish Council's essential functions are:

1. To serve as an advisor to the Pastor on parish matters.
2. To handle the administrative and pastoral needs of the parish in accordance with canon law and diocesan directives and guidelines.
3. To promote involvement of parishioners in the Church.
4. To act as a representative voice of the parish.

III. Composition of Council Members and Mandate

A. Council shall be composed of:

1. The **Pastor** as President of Council.
2. **Four elected** members of the parish at large. These are considered to be members at large but may undertake responsibility for specific areas of activity subject to mutual agreement.
3. One member from each of the official parish committees *selected* in consultation with the Pastor. These members will serve as representatives of their respective committees and may perform other duties on Council subject to mutual agreement. These members are responsible to ensure the creation and submission of a budget to the Parish Finance Committee for their respective committees. New committees may be added with approval of Council.
4. ~~One representative each from the Catholic Women's League and Knights of Columbus.~~

B. Allocation of Responsibilities

- 1. Pastor**

As president of Council the Pastor is responsible for all the needs of the parish and for its proper administration. His duties include:

- a. ex-officio member of Council and of all committees,
- b. ultimate responsibility for all parish matters, pastoral, administrative and financial, and
- c. in special cases, to appoint Council members as needed.

2. Chairperson

Chosen from the voting members of Council, the Chairperson serves as an ex-officio member of Council and of all committees and is responsible for:

- a. the orderly coordination of all parish business under Council jurisdiction,
- b. scheduling of regular Council meetings,
- c. preparation of meeting agendas, and
- d. assisting Council members in the performance of their duties as required.

3. Vice Chairperson

Chosen from the voting members of Council, the Vice Chairperson will act as Chair in the absence of the Chairperson.

4. ~~Building and~~ Maintenance and Operations Committee Representatives (2)

~~A voting member~~ Voting members responsible for coordinating programs to keep the churches, rectory and grounds in good order. Duties include:

- a. organizing and coordinating committees to undertake projects, ~~and~~
- b. ~~arranging for facilities repair, acquisition/replacement of equipment and supplies,~~
- c. ~~arranging for groundskeeping, irrigation and snow removal services, and~~
- b. providing preventative maintenance as required.

5. Finance Committee Representative

A voting member responsible for reporting on all parish financial matters whose duties include:

- a. monitoring and reporting receipts, expenditures, and allocations,
- b. advising Council on financial matters,
- c. liaising with diocesan administration and agencies, with regards with financial matters, as required.

- d. obtaining optimum returns on parish funds,
- e. presenting ~~monthly~~ periodic financial statements to Council, ~~and~~
- f. preparing an annual report for the Parish, ~~and~~
- g. representing Council on legal matters as they arise.

6. Liturgy Committee Representative

A voting member of Council responsible for assisting the Pastor with liturgical activities and whose duties include:

- a. coordinating and overseeing of liturgical ministries (lectors, ushers, servers, greeters, extraordinary ministers of Communion and others) for liturgical celebrations,
- b. arranging for sacristans to care for altar linens, set up altars for Mass, ordering hosts and Mass wines, and
- c. ensuring that all the above-noted ministers are properly trained to perform their duties.

7. Catechetical Committee Representative

A voting member of Council with a clear understanding of Church doctrine responsible for the religious education of Council and parish members. Duties include:

- a. organizing catechetical groups,
- b. assisting in sacramental preparation,
- c. recruiting and supporting catechists, and
- d. coordinating meetings with parents and sponsors.

~~10. Catholic Women's League (CWL) Representative~~

~~A voting member of Council who serves as a liaison between the League and Council and is responsible for:~~

- ~~—— a. keeping Council informed on CWL activities,~~
- ~~—— b. recruiting CWL support when requested by Council, and~~
- ~~—— c. keeping CWL informed on matters of Council.~~

~~11. Knights of Columbus (K of C) Representative~~

~~A voting member of Council who serves as a liaison between the Knights and Council and is responsible for:~~

- ~~—— a. keeping Council informed on K of C activities,~~

- ~~_____ b. recruiting K of C support when requested by Council, and~~
- ~~_____ c. keeping K of C informed on matters of Council.~~

8. Recording Secretary

A non-voting member of Council responsible for keeping records of proceedings on all Council business. The Recording Secretary, **who also serves as the secretary for the Parish**, is responsible for:

- a. recording and distributing Council minutes,
- b. handling Council correspondence as required, and
- c. handling other special Council projects which may arise from time to time.

(THE 2 BELOW ITEMS MOVED FROM EARLIER IN THE DOCUMENT)

Additional Optional Committees:

9. Development & Peace Committee Representative

A voting member of Council whose duties include:

- a. raising Council and parishioner awareness on global issues of concern, and
- b. taking collections in support of global issues (e.g., Share Lent)

10. Parish Events Committee Representative

A voting member of Council responsible for parish social events whose duties include:

- a. organizing, coordinating, and overseeing social activities and parish functions.

C. Length of Mandate

1. Persons elected will hold office for a period of two years. Each member may serve three consecutive terms with the possibility of running again after an absence of one year.
2. Persons representing a committee will serve for two years and may serve three consecutive terms with the possibility of being selected again after an absence of one year.
3. If a vacancy occurs during the course of serving a two-year elected term, Council may select a person to fill that vacancy for the duration of that term. In the case of a committee representative, the committee concerned will choose a replacement, subject to approval of the Pastor.
4. ~~CWL and K of C representatives will serve in accordance with the guidelines of their respective organizations.~~

IV. Meetings

Council will meet **bi-monthly** from September through June and will convene a general meeting for all parishioners annually, **in October**. ~~Monthly~~ Meetings are open to all parishioners.

Extraordinary/Special meetings may be called from time to time to deal with issues requiring immediate attention, except in- camera discussions.

V. Elections

A. Election Committee

The Election Committee will be comprised of the Pastor and two other persons appointed by Council.

B. Forms and Dates of Nominations and Elections

Two persons will be elected each year. At the beginning of ~~April~~ **September**, nomination forms will be made available in the parish churches. Parishioners will be asked to submit the name(s) of the person(s) they feel would be suitable to serve on Council. Persons who have been nominated ~~three or more times~~ will be contacted by the Election Committee to get approval to have their name placed on the ballot. **If an election is needed (i.e. there are more than 2 nominees) will follow nominations and** ballots will be **made** available to all parishioners 16 years of age or older. Elections ~~should be completed by the end of April~~ **will be held at the AGM in October. Parishioners who cannot attend the AGM may vote after Mass the previous Sunday.**

VI. Voting on Council Matters

Decisions of Council will be reached by consensus or approved by vote. A simple majority is required to carry a vote and must include ratification by the Pastor.

VII. Dissolution of Parish Council

In the event of the vacancy of the Office of Pastor, through transfer, death, or any other means, the parish council dissolves and has no authority to make new decisions in parish matters unless otherwise informed by the Bishop of the Roman Catholic Diocese of Nelson. Regardless of the above statement the Parish Finance Committee remains fully intact and responsible for the continued stewardship of the parish finances. On appointment of a new pastor, the last serving parish council chairperson will meet and discuss resuming parish council meetings or holding new elections with him.

VIII. Amendments

Amendments to the Parish Council Constitution require approval of Council following

- a. three readings
- b. 2/3 quorum present
- c. with 50% + 1 (simple majority).

Amendment dates form an essential part of this document and are noted below.

Amendment Dates:

1. Feb. 16, 1994;
2. March 27, 1996;
3. Feb 20, 2001;
4. May 6, 2008.
- 5.